



# National Science Foundation

## *Competitive Position Vacancy*

**ANNOUNCEMENT NO:** C20020012

**OPEN:** 10/22/01

**CLOSE:** 10/29/01

**POSITION VACANT:** Oversight Management Specialist, GS-301-14. Salary ranges from \$74,697 from to \$97,108 per annum.

**THIS IS A PERMANENT POSITION.**

**PROMOTION POTENTIAL:** GS-15

**LOCATION:** Office of Budget, Finance and Award Management, Division of Grants and Agreements, National Science Foundation, Arlington, VA.

**BARGAINING UNIT STATUS:** This position is excluded from the bargaining unit and will be filled in accordance with Merit Promotion Plan described in NSF Manual 14 (PER II-500).

**AREA OF CONSIDERATION:** All Sources. This position is open to status and non-status candidates as well as candidates eligible for appointment under special non-competitive appointing authorities.

**DUTIES AND RESPONSIBILITIES:** The incumbent of this position serves as an advisor to National Science Foundation (NSF) management on development and implementation of an oversight program for the facilities funded by NSF's research and education directorates and offices. Serves as senior expert and consultant to top Agency management officials to advise on the development of the facilities oversight program. The incumbent serves in a confidential capacity to Budget, Finance and Award Management (BFA) senior officials regarding a variety of controversial, sensitive and complex issues. Specific duties in this position include:

Serves as expert on design and development of a Foundation-wide program to oversee the business and other aspects of NSF's facility awards/contracts. Ensures that NSF's facility awardees/contractors are capable of performing to terms of awards and contracts.

Advises NSF's management on policies and procedures for the effective and efficient oversight of the Foundation's facilities and possible vulnerabilities in facility awards and recommends strategies for minimizing risks. Incumbent uses a variety of risk assessment and analytical tools to gather, assemble and consolidate and analyze facts.

Maintains a high degree of knowledge of each of NSF's facilities and advises on ways to positively impact their unique issues and common challenges. Performs and participates in a variety of advisory activities including developing methods for evaluating new programs and forecasting potential outcomes, providing management with advice regarding responses to Congressional and other facility-related inquiries.

Coordinates the implementation of NSF's facility oversight program and works closely with NSF's senior business/operations and scientific/engineering managers to ensure a proactive and effective oversight program.

Responsible for monitoring status of facilities, identifying the causes of less than maximum performance, designs controls for addressing deficiencies and makes recommendations for improved performance. Monitors progress toward corrective action. Provides management with individual and consolidated reports on performance.

Works closely with BFA senior management and Section Chiefs to develop a budget for team activities. Prepares a proposed budget that includes projecting needs and forecasting how funds will be allocated according to a strategic plan of action. Monitors expenditures as activities progress toward its goals and objectives. Proposes changes in direction to senior management based on the need to modify strategic plans as necessary.

Collaborates with senior management to plan, develop, and implement strategic programs and management goals for the organization. Functions include coordinating with BFA staff to establish action assignments, track progress, establish priorities, and reporting progress and results.

Develops a variety of written reports and makes oral presentations on proposals, ideas, recommendations and findings. Represents senior management in briefings to managers on issues and analyses impacting the efficient and effective delivery of BFA and facilities activities and services. Analyzes, develops and writes documents including position papers, proposals, justifications, and memoranda on numerous subjects on a regular and recurring basis.

**QUALIFICATIONS REQUIRED:** The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. **Specialized experience:** Applicants must have one year of specialized experience equivalent to the next lower grade. This experience must have equipped the applicant with the particular knowledge and abilities listed in the Quality Ranking Factors below to successfully perform the duties of this position. Specialized experience is typically in or related to the work of the duties described. **Time-in-Grade Requirement:** Status candidates must have completed one year of service at the next lower grade to be eligible at the grade applying for.

**SELECTIVE FACTOR** - To be considered basically qualified for this position applicants must show that they possess the following experience: Experience performing administrative and financial oversight reviews of scientific and engineering facilities including laboratories that have been awarded grants and/or cooperative agreements, AND experience overseeing conduct and management of Total Business System Reviews of such facilities.

#### **QUALITY RANKING FACTORS:**

1. Demonstrated ability to evaluate the risks associated with funding of organizations and to propose strategies to provide reviews that will mitigate risks to an acceptable level.
2. Ability to design an effective and efficient oversight system and to conduct comprehensive oversight reviews using a variety of quantitative and qualitative assessment and analytical techniques.
3. Ability to provide audits and evaluations in an analytical capacity to develop program-wide recommendations and strategies based on oversight-specific issues.
4. Skill in both written and oral communication sufficient to represent the division/agency at critical meetings and on task forces, and to effectively meet and deal with top level academic, non-profit, business, industry, scientific and/or government officials.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor and Quality Ranking Factors. Current performance appraisal and awards will be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position is contingent upon successful completion of the appropriate background investigation. Completion of a one-year probationary period may also be required.

**HOW TO APPLY:** You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

Status candidates who wish to be considered under both merit promotion and noncompetitive examining procedures must submit two applications. If only one application is received, it will only be considered under the merit promotion program.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply, but must be qualified to be considered for this position. Veteran candidates should attach a copy of your DD-214; and, if applicable, Application for 10-Point Veterans' Preference (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program (ICTAP) must submit proof of eligibility (i.e., RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher of each quality ranking factor.

Applicants who do not submit the required documentation listed in this announcement will not be considered. It is the applicant's responsibility to provide documentation/proof of claimed qualifications, education, veteran's preference, status (via a SF-50, Notification of Personnel Action) and/or verification of eligibility for non-competitive appointment. Applicants will not be contacted for additional information if their applications are incomplete or not adequate.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: \*Specify your country of citizenship. \* Specify your social security number. -Typing speed and number of errors per minute. \*Information about your education, including (1) high school graduation date a (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. \* Information about all your work experience related to this job, include job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe (each separately. \* If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. \* The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available calling the number listed below.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315N, Arlington, VA 22230. Attn: Announcement Number C20020012. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED IN THE PERSONNEL OFFICE BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4363. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**